

Museum Action Corps (MAC) Internship Program

Application Guidelines

The Museum Action Corps program (MAC) at the Peabody Essex Museum in Salem, Massachusetts, trains students from culturally diverse, underserved communities in many facets of museum employment. Interns are immersed in a rich cultural environment where they learn and gain professional work experience.

The MAC program is funded by the Education through Cultural and Historical Organizations (ECHO) Act. This internship is one of the most successful ECHO programs to ensure that underserved youth have access to experience and career opportunities in the cultural sector.

WHO IS ELIGIBLE TO APPLY?

Students from all backgrounds are encouraged to apply. Priority is given to applicants from underserved communities (eligible for free or reduced lunch in high school).

High School Internships

Two hundred (200) hours of paid work. Eligibility is limited to individuals ages **16 to 18** who currently live in and attend high school in Massachusetts.

Undergraduate Internships

Four hundred (400) hours of paid work. Eligibility is limited to individuals ages **17 to 21** who have completed the first semester in an undergraduate program and who currently either live in or attend college or university in Massachusetts. Students also must be interested in pursuing a career in the preferred field of the internship. These internships are available for credit if the student makes an official request.

Non U.S. citizens must offer proper visas and proof of alien status that allow them to work in the United States, as well as a letter from their school or academic institution giving them clearance to apply to the program.

WHAT ARE THE INTERNSHIP REQUIREMENTS?

Internships last approximately three months. Students must commit to completing the required hours, including mandatory weekly internship meetings (Wednesdays or Thursdays, 3–5 pm) and other MAC events.

HOW MANY POSITIONS ARE AVAILABLE?

Please visit www.pem.org/intern for a list of current positions.

Internship activities vary by department. Every effort will be made to place students in their preferred department. A higher volume of applications is typically received for the summer semester compared to the fall and the spring semesters.

WHAT IS THE APPLICATION PROCESS?

The following materials must be submitted (mailed, faxed, e-mailed or dropped off) on or before the posted deadline:

1. MAC application form
2. **Two letters of recommendation** (no family members; letters should be mailed or e-mailed directly from recommenders)
3. An **official** transcript (first semester undergraduates provide high school transcript)
4. A full **resume** of education and employment
5. Signed CORI form (for background check)

WHAT IS THE SELECTION PROCESS?

The process starts a week after the application deadline. Selected applicants will be invited for an interview with the internship supervisor. Interviews will be conducted within approximately one month of the application deadline. Applicants will not be accepted into the program until a formal in-person interview is conducted. A formal interview does not guarantee a position.

For more information and to download an application form, please visit www.pem.org/intern.

MAC direct line 978-542-1517 program director 978-745-9500, ext. 3217 fax 978-741-8793

APPLICATION DEADLINES

All completed applications must be received by 5 pm on the due dates.

Semester	Spring	Summer	Fall
Application due	November 16	February 28	July 16
Internship starts	January	June	September